

JOB DESCRIPTION FOR KITCHEN ASSISTANT GRADE

JOB DESCRIPTION	
JOB TITLE:	Kitchen Assistant
GRADE:	1
LOCATION:	Morecambe Road School
TERMS AND CONDITIONS:	Part time hours applicable 18.75 hours pro rata Working weeks 39 + annual leave pay iaw Local Government service
RESPONSIBLE TO:	School Business Manager
STAFF RESPONSIBLE FOR:	None
JOB PURPOSE:	The main objectives to be achieved by the Postholder
Catering: • Assist with the preparation, delivery and serving of food and drink • Including preparation of ingredients and laying of tables • Setting up and clearance of service and dining areas • General cleaning and washing up duties • Storage of deliveries	
General: • At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures. • To participate in the School's appraisal scheme where appropriate. • The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.	
Note:	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff, volunteers and partners to share this commitment.